VIRGINIA DEPARTMENT OF TRANSPORTATION

STRUCTURE AND BRIDGE DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

General Subject: Establishing Structure Identification Numbers	**NUMBER:** S&B-03-69
Specific Subject: Capturing Costs Incurred During the Preliminary Engineering Phase of Highway Structures	
DIRECTED TO: Divisions Under the Chief Engineer for Program Development District Construction Engineers Resident Engineers District Structure and Bridge Engineers	**DATE:** March 17, 2003 **SUPERCEDES:** None
Structure and Bridge Division Approval: George M. Clendenin	
Scheduling and Contract Development Division Approval: W B Coleman Jr	
Programming Division Approval: H. Charles Rasnick	

EFFECTIVE DATE: These guidelines are effective upon receipt.

PURPOSE: The purpose of these guidelines is to set forth a method of identifying and capturing costs incurred during the preliminary engineering(PE) phase of designing highway bridges and culverts. These costs will be used by the asset management group in tracking the life cycle costs of the bridges and culverts, and on applicable projects, VDOT may use the FHWA's highway bridge replacement and rehabilitation funds to cover these costs.

INSTRUCTIONS:

For projects having new bridges and culverts or replacement bridges and culverts, a new five digit structure identification(ID) number is to be assigned in conjunction with the bridge/drainage structure job number (Bxxx, Dxxx) assignment. For bridge rehabilitation or widening, and culvert rehabilitation or lengthening, a new structure ID will not be assigned, and the structure ID of the existing structure will be used for the rehabilitated or widened structure.

Programming Division Staff will notify the District Structure and Bridge Engineers of project number assignments so that they can provide the needed structure ID numbers. The Programming Division will not provide PE authorization on these bridge projects until the five digit structure ID is available for entry into FMS II.

The District Construction Engineer, or Resident Engineer on secondary projects, shall include with the LD-430 Scoping Report information about the existing structures on the project. The information needed is the four digit Virginia structure number, and the existing five digit structure ID number (Federal ID). For new structures and replacement structures, the new five digit structure ID number(s) shall also be included with the Report.

The four digit Virginia structure number, the existing five digit structure ID number and the new five digit structure ID number may be obtained from the District Structure and Bridge Section, usually from the Bridge Safety Inspection Engineer.

Normally, the structure information is added to the PPMS bridge maintenance screen when the PPMS staff received an approved LD-219 form. When the Scoping Report is received, the Programming Division will assure the structure information is included in the bridge maintenance screen in PPMS. The Programming Division will provide the five digit structure ID number to Fiscal Division/FMS II so that the preliminary engineering costs can be tracked by structure ID. For new or replacement structures, the Programming Division will also have a county-route association for the structure added to FMS II. For existing structures being widened or rehabilitated, the county-route association is automatically copied from the road inventory and added to FMS II by a batch program.

In order to identify and track preliminary engineering costs, the structure ID number must be used in conjunction with the universal project code(UPC) on all pay documents, such as timesheets and vouchers.

CC: Chief Engineer for Program Development
Chief Engineer of Operations
Director of Virginia Transportation Research Council
Asset Management Division Administrator
Construction Management Division Administrator
Mobility Management Division Administrator
Environmental Division Administrator
Fiscal Division Administrator
Programming Division Administrator
Local Assistance Division Administrators
District Administrators
Assistant State Structure and Bridge Engineers
Structure and Bridge Transportation Engineer Program Supervisors
Federal Highway Administration

WFD